

Title: Elders Services Director
 Department: Elder Services
 Name Check: Yes
 Safety Sensitive: Yes

Range: 19
 Status: Exempt
 Fingerprints: Yes
 Housing Priority: 1

POSITION SUMMARY

The Elders Services Director oversees the Elders Services Division including the Assisted Living, Home Care, and Independent Living programs. Executes all administrative paperwork required, to ensure the fullest and most appropriate utilization of the programs. This position ensures that all health services provided by division programs meet or exceed the standards in accordance with State and Federal laws and regulations and all program grant and contractual requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Is responsible for overall performance of Elders Services department programs.
2. Provides general oversight and direction for program planning and operations within the department.
3. Provides oversight and direction for financial management of programs within the department.
4. Provides direction and approval for personnel actions taken by programs within the department.
5. Participates and receives training in the continuous improvement process and tools to enhance the quality of service deliver to all.
6. Provides direct supervision of department managers, including orienting new employees, scheduling, hiring, firing, and discipline.
7. Works with program managers to prepare program budgets, narratives, scopes of work and approves expenditures.
8. Works with program managers to prepare reports or program activities per funding grant and contract guidelines and as needed internally to manage operations.
9. Ensures programs' compliance with state and federal regulations and maintains licensing and certificates.
10. Works with program managers to develop and implement employee training plans based on individual needs and program requirements.
11. Schedules and conducts departmental and board committee meetings.
12. Works with program managers to maintain and update equipment inventories.
13. Updates and writes new policies and procedures.
14. Participates in continuing education activities as required by licensure.

SKILLS AND KNOWLEDGE

Must be at least 21 years of age. Must have the capabilities normally equated with completion of a baccalaureate or higher degree in gerontology, health administration or another health-related field or equivalent. Must fulfill one of the following: Must complete an approved management or administrator training course and have at least two years experience as a care provider, relevant to population served; or must complete a certified nurse aide training program approved by the Board of Nursing and have at least two years experience as a care provider, relevant to population serviced; or have at least five years documented experience relevant to population served as an administrator or staff supervisor of a home serving 10 or fewer residents; or must submit proof of licensure as an LPN or RN with documented experience relevant to the population of residents to be served. Experience with grants reporting and supervision a must. Must provide criminal history statement and fingerprints, which show that there is no history of crimes that would pose a current danger to residents.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of people in this job.

REVIEW/APPROVAL

 Immediate Supervisor Date

 Second Level Supervisor Date

 Human Resources Date

 Employee Date